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Introduction

How to Give a Presentation offers a series of speaking and listening activities to introduce students to a variety of ways to present material to a group. This book takes students through the steps necessary to prepare and organise presentations.

Use this book as a springboard for enriching oral language learning in all subject areas. You may want to combine some of the methods presented to create new activities and add material of your own. Be creative and have fun with these materials. Soon your students will say with enthusiasm and confidence, “I can give a presentation!”

This book is divided into the following sections:

Organising and Preparing Presentations

Students are given the tools to organise, prepare and practise presentations.

Let’s Be Informed

Students are provided with many methods to present biographical, geographical and historical information.

I Can Show You How

Students demonstrate their ‘know-how’ by using a wide range of techniques.

Persuasive Arguments

Students learn the fine art of rhetoric through group and individual persuasive presentations.

Improvisation

Students participate in activities that will help them ‘think on their feet’.

Tell Me a Story

Students have the opportunity to explore their dramatic storytelling skills.

Tech Talk

Students are introduced to forms of multimedia that allow them to enhance presentations they give.



Thoughts on Prewriting

Unless you are giving an impromptu speech, you need to know how to plan ahead for your presentation. Prewriting is a good way to organise your thoughts and actions for your final presentation. However, before you begin one of the following types of prewriting activities, it is important to know exactly what kind of presentation you are planning to give. The following is a list of questions that should be answered before choosing a prewriting activity, as well as suggestions for using this book for various presentations:

1. What is the goal of your presentation?

- Are you trying to show your knowledge of a certain topic, person, place or event? If so, *brainstorm* (page 5) for research ideas and use the *Informative Presentation Organiser* (page 7). For suggestions on different ways to present your information, refer to the sections ‘Let’s Be Informed’ and ‘Tech Talk’.
- Are you going to demonstrate how to make or do something? If so, *brainstorm* (page 5) for the materials you will need, as well as the sequence of steps needed to demonstrate and use the *Demonstration Presentation Organiser* (page 8). For suggestions on different ways to present your demonstration, refer to the section ‘I Can Show You How’.
- Are you trying to persuade your audience to like something, change their point of view, or believe that something is better than something else? If so, *brainstorm* (page 5) for arguments that support your position and use the *Persuasive Presentation Organiser* (page 9). For suggestions of different ways to present your view point, refer to the section ‘Persuasive Arguments’.
- Are you telling a story? Are you acting out a scene from a story or an event in history? If so, *brainstorm* (page 5) for ideas and use the *Autobiographical Incident Presentation Organiser* (page 10) or the *Story Presentation Organiser* (page 11). Use the pages on *Storyboards* (page 12) or *Scripts* (pages 13 and 14) to help with special effects and stage directions. For suggestions on different ways to present your story, event or scene, refer to the section ‘Tell Me a Story’.

2. Will you be giving this presentation alone, with a partner or in a group? Make sure you select a presentation technique appropriate for your situation. If you are working with a partner or in a group, part of your prewriting plan includes who is responsible for each task. Read the information on *Scripts* (pages 13 and 14) to help plan your group presentation.

3. Do you want to include props, visual aids, audio or other special effects? Use the page on *Storyboards* (page 12) to help organise effects and insert them into your presentation.

4. What do you do once you have planned your presentation and written it out? No first draft is perfect! What looks good on paper doesn’t always work as a presentation. Complete the ‘Postwriting Activities’ and ‘Practice Makes Perfect’ before presenting in class.

5. How will you be marked on your presentation? Talk with your teacher to find out the exact requirements for your presentation. You may be marked on the content of your presentation as well as your presentation skills. A *Presentation Evaluation Form* (page 19) has been included in this book as a suggestion for evaluating and improving oral presentation skills. The form can be used by the teacher and/or peers.



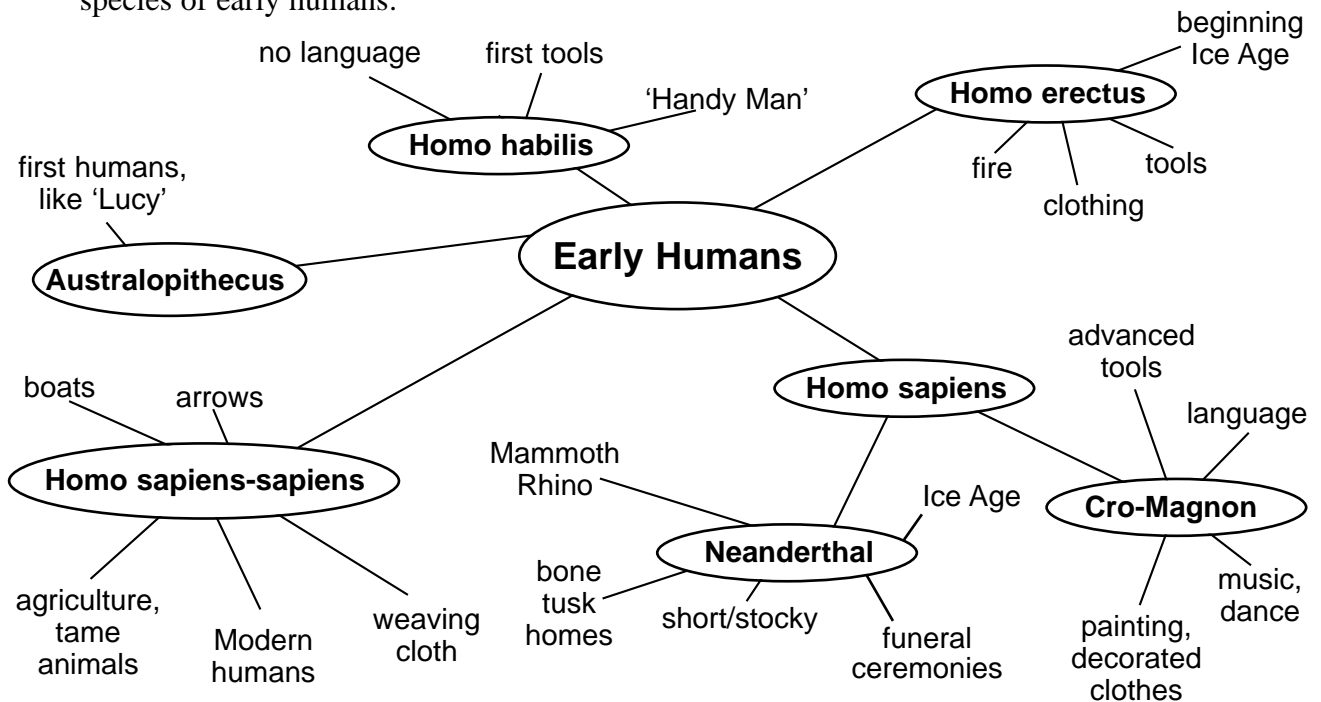
Brainstorm

One of the first tools as you plan your presentation is to *brainstorm*. To begin, think of your topic and the goal of your presentation (see page 4). Write down every idea that comes to you, no matter what. Don't judge any of your ideas or think that any idea is too unimportant. Sometimes it's the little ideas that lead to really great ideas! When you think you have run out of ideas, take a deep breath and keep writing. Sometimes the flow of ideas slows and then picks up again. When you are sure you have no more ideas or you have enough that you like, then you can look more carefully and just pick the ones that you think will make the best presentation. Here are two different ways to *brainstorm* your ideas on paper:

- 1. Lists:** Some people like to randomly list ideas as they flow from their heads. Then they can go back and organise the list into sections or categories appropriate for a presentation. Below is a list generated for an autobiographical presentation about the worst holiday ever:

Victoria	8-hour drive	trailer locked	fixing trailer in rain
stormy	dark, stormy clouds	crying sister scary	walk to dinner
bad camp spot	river gully	no petrol	lost petrol cap
boat fixed	ski rope broke	thunder	rain
no sleep	cold water	fighting kids	cold chicken

- 2. Webs and Clusters:** Webs and clusters are another way to *brainstorm*, but instead of just listing ideas, you place them on your paper in relation to each other with lines connecting ideas. Begin with your topic in the centre of the cluster and branch off with ideas or specific details. Below is a cluster or web generated for an informative presentation on the different species of early humans:





Outlines and Organisers

Another way to plan for your presentation is to make an outline or use an organiser. This type of prewriting can be done while or after you *brainstorm* (page 5) to help sequence your ideas into an organised format. Below is an example of an outline for an informative presentation. Pages 7–11 offer organisers for the different types of presentations described in this book. Choose the appropriate organiser for your presentation, or develop an organiser of your own that fits your presentation guidelines.

Outlines

Many writers prefer to begin with an outline. To make an outline, choose two or more main ideas and assign them Roman numerals: I., II., III. etc. Next, divide each main idea into subtopics and give each of these its own line and letter: A., B., C. etc. These subtopics may require their own divisions; if so, they are assigned Arabic numbers: 1., 2., 3. etc. If these need further division, they will be labelled with lowercase letters: a., b., c. etc.

Outline	Example Outline: '60s Fads
I. Introduction	I. Introduction
II. Body	II. '60s Fads
A. First Subtopic	A. The Beatles
1. Description of the subtopic	1. Their origins
2. Further information on the subtopic	a. The Cavern
a. a detail about the information in 2	b. Liverpool
b. another detail	2. Their first tour of Australia
B. Second Subtopic	3. Their music
1. Description of the second subtopic	B. Fashions
2. Further information on the second subtopic	1. The miniskirt
C. Third Subtopic	2. Go-go boots
1. Description of the third subtopic	3. Granny dresses
a. a detail about the description	C. Hippies
b. another detail	1. Clothing and hairstyles
2. Further information on the third subtopic	2. Lifestyles
III. Conclusion	III. Conclusion
A. Summary of Subtopics	A. '60s Summary
B. Concluding Remark	B. Concluding Remark



Informative Presentation Organiser

Introduction and Attention Getter

The opening statements let the audience know who you are and what you are going to talk about. To begin, you can share a joke, ask a question or describe some interesting trivia relevant to your topic that will get the attention of your audience. Reveal to your audience the reasons your topic is of interest to them, why it is relevant, or what they can learn. Then list the three main points you are going to discuss during your presentation. Use the back of this paper to organise this part of your presentation.

Body of Presentation

This is the majority of your presentation. Describe each main point with at least two to three supporting details.

Main Point 1	Supporting Details
Main Point 2	Supporting Details
Main Point 3	Supporting Details

Conclusion

Summarise your three main points, refer to your introduction, and end with a strong closing statement.
